



DHS/DFCS – Administrative Assistant 2

Job Number:
00017791-00183569-00017739

Job Posting: January 25, 2017
Closing Date: Until Filled
Primary Location: Clayton Co-Jonesboro GA

Number of Openings: 3
Job: Social Services
Shift: Day Job

SALARY: Pay Grade: G
Salary Range: \$ 24,771.59 - \$35,387.99
(Salary Commensurate with Experience)

Current Georgia state government employees will be subject to State Personnel Board rule provisions.

The Georgia Division of Family and Children Services (DFCS), a division of the Georgia Department of Human Services, investigates reports of child abuse; finds foster and adoptive homes for abused and neglected children; issues SNAP, Medicaid, TANF and childcare assistance to low-income families; helps out-of-work parents get back on their feet; and provides numerous support services and innovative programs to help families in need.

DFCS is working to implement significant child welfare reform through the Blueprint for Change plan, which is the Division's roadmap to improving the lives of the children and families we serve. It is about strong practice, a committed workforce and the authentic internal and external engagement with our staff and the community. The Blueprint for Change has three pillars:

- **Practice Model:** Adoption of a practice model that will serve as the foundation to keep kids safe and strengthen families; and inclusion of guiding principles, vision and mission statement.
- **Robust Workforce Development:** Increased staffing and expertise for Child Welfare and Family Independence; research-based caseload ratios; mentoring for supervisors; improved compensation based on proven competency; and development of a career path.
- **Constituent Engagement:** Creation of advisory boards at state, regional and local levels; organized "roadshows" to engage the public, local stakeholders and media; and build consensus and collaboration among partners, staff, and stakeholders.

DFCS is seeking candidates for the position of **Administrative Assistant 2**. This position reports to the Social Services Supervisor and will be based in Jonesboro, Georgia located in Clayton County. The successful candidate will be motivated and passionate about changing the lives of children and families, brings a deep knowledge of child welfare and foster care placement services from a public/private perspective. The incumbent will be able to work in partnership with stakeholders to achieve the mission, vision and Blueprint for Change of the Division.

Job Summary & Responsibilities:

Under general supervision, the **Administrative Assistant 2** will:

- Perform general office management/secretarial booking duties that includes filing, generating and managing reports, documents, memos, forms, and presentations.
- Address telephone inquiries.
- Perform data entry.
- Operate and maintain standard office equipment.
- Monitor, track and manage on-site leased vehicles.
- Manage incoming and outgoing mail.
- Ensure general maintenance and repair needs for office equipment, technology and other items as necessary.
- Maintain building office and cubicle assignments.
- Coordinate calendars, meetings, events and associated records.
- Manage data request from internal and external stakeholders.
- Compile various ad hoc report request.
- Assist with annual county events.
- Point of contact for all vendor equipment such as lease copier and vending machine.
- Assist with the dissemination of information from Director/Manager to other member of the department.
- Perform job responsibilities with minimal supervision.
- Perform other professional responsibilities as assigned.

Core Competencies:

- Ability to use customer service skills to include active listening and sound judgement.
- Excellent oral, written, presentation and interpersonal communication skills.
- Strong proficiency in the use of Microsoft Office Suite, and/or standard software applications typically use in a corporate environment.
- Candidates selected for interview will complete a post-interview assessment of their proficiency using Microsoft Office Suite applications.

DHS provides services to ensure the health and welfare of all Georgians. In the event of an emergency, any employee may be required to assist in meeting the emergency responsibilities of the department

Qualifications:

- High school diploma or GED **and** Four years of progressively complex office or administrative experience.

Note: Educational achievement does not substitute for required case management experience.

Note: Candidates selected for an interview will be expected to discuss the content of the “Life as a Georgia Case Manager” video. Interested applicants should refer to the Related Links section of <http://www.dhsjobs.org> to view this video prior to applying for the position.

Benefits:

In addition to a competitive salary, DHS offers a generous benefits package, which includes employee retirement plan; paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and child care spending account. Visit <http://team.georgia.gov/> for more information.

GEORGIA ON MY MIND: *It Doesn't Get Any Better Than This!*

Georgians enjoy a quality of life that would be hard to find in any area across the nation. Lower taxes and a lower cost of living enable you to do more with the money you make and maintain a higher standard of living.

Within Georgia you will find an unlimited supply of recreational and cultural opportunities. Enjoy boating, camping, fishing, golf, hiking, picnicking, swimming, tennis or just relaxing against Georgia's many scenic backdrops. Georgia is a 57,906 square-mile playground filled with natural beauty and immaculate resources. From the mountains to the coast from ballet to baseball, Georgia offers you a livability and quality of life that can help you achieve your dreams.

You're Really Going to Like Clayton County

Clayton County offers the best of all worlds. From cosmopolitan sophistication and vitality to suburban friendliness to big-city amenities mixed with rural charm and ease of getting around. With ease you can conveniently access interstates 75, 85, 285 and 675.

Clayton County is home to Hartsfield-Jackson Atlanta International Airport, the world busiest airport, which has an economic impact of more than \$23 billion. The Georgia International Convention Center is a world-class venue that is directly linked to the airport's ATL SkyTrain automated people mover system. Don't forget the world-class attractions in their backyard, including the Beach at Clayton County International Park, site of the 1996 Olympic beach volleyball competition and now part of Clayton County's tremendous parks system. Lastly, Atlanta State Farmers Market is the marketing hub and distribution point for 150 acres of fresh produce and flowers that are locally grown in the Southeast and throughout the country.

The Clayton County community is the ideal place to live, work, play and stay.

www.claytonchamber.org

Criminal Background Checks/Applicant Privacy Rights

All applicants may be subject to a drug screen and may be required to submit fingerprints to check for the existence of criminal history information through the Georgia Bureau of Investigation and the Federal Bureau of Investigation. Applicants have the right to challenge the contents of any criminal history record obtained for the purpose of employment with DHS. For an explanation of these rights, please read, "Applicant Privacy Rights" at:

http://gbi.georgia.gov/sites/gbi.georgia.gov/files/related_files/document/ApplicantPrivacyRights.pdf

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification. Former DHS employees must be eligible for rehire in order to be considered for the position.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

The Georgia Department of Human Services (DHS) provides a wide range of human services designed to promote self-sufficiency, safety and well-being for all Georgians. The department is one of the largest agencies in state government with an annual budget of \$1.8 billion and nearly 9,000 employees. DHS is comprised of three Divisions: the [Division of Aging Services](#), the [Division of Child Support Services](#), and the [Division of Family and Children Services](#).